



Date: May 6, 2019

Name: Ms. Leila Young *via email:* 71384-88269266@requests.muckrock.com

Re: Public Information Request No. **W083554-0040819** Multiple Dept. Records

This document is only an **estimate** of the costs the City believes will be incurred in filling your request. If the City determines that the actual charges will exceed this estimate, the City may charge you an additional amount not to exceed 20% of the estimate without issuing an updated cost statement. If, after beginning the work but before providing the copies, the City determines that the initial cost estimate will be exceeded by 20% or more, the City will issue an updated estimate, and you will have an additional 10 days to make written response to the updated estimate.

If you believe these charges to be excessive, you may file a complaint with the Texas Attorney General's Office in accordance with section 552.269 of the Texas Government Code. If you have not already provided your mailing address, fax number or email address, the Public Information Act (the "Act") requires you to provide your choice from among these items to allow the City to contact you and to deliver the information you have requested.

The costs to complete your request are estimated as follows:

IT Solutions Department

Approximately: **413.75** hour(s) of personnel time @ \$15 per hour to extract email content
(15 minutes x 1655 email accounts) **\$6,206.30**

Police Department

Approximately: **110** hour(s) of personnel time @ \$15 per hour to locate, compile, manipulate data and reproduce responsive email records (4 minutes each x 1655 email accounts) **\$1,655.00**

Total Estimated Costs:

\$7,861.30

Please select one of the following:

Please proceed with the request. I have enclosed a deposit (check or money order payable to "City of Fort Worth") in the amount of **\$3,930.60** and I will pay the balance upon completion. Please return deposit and correspondence to: **The City Secretary's Office, City of Fort Worth, ATTN: Annette Henderson, 200 Texas Street, 3rd Floor, Fort Worth, Texas 76102**

I wish to modify the request as follows: _____

I wish to view the documents at the City's offices and make copies as necessary. I understand that inspection of the documents at the City's offices may be a less costly method of viewing the records. I understand that I will be charged \$.10 per page for each copy made.

I do not wish to continue this request. Please consider this request withdrawn.

CITY SECRETARY'S OFFICE

The City of Fort Worth ★ 200 Texas Street ★ 3rd Floor ★ Fort Worth, Texas 76102
817-392-8184 ★ Fax 817-392-6196

The Act requires you to respond to this estimate in writing. You may send your response by mail, by fax, by email, or in person at:

City Secretary's Office
City of Fort Worth
Attn: Annette Henderson
200 Texas Street, 3rd Floor
Fort Worth, Texas 76102
Email: publicinformation@fortworthtexas.gov
Facsimile: 817-392-6196 (Attn: Public Information Coordinator)

Your request will be considered automatically withdrawn if you do not notify us in writing within ten business days from the date of this letter that you either:

1. accept the charges;
2. wish to modify your request; or
3. have sent to the Open Records Division of the Office of the Attorney General a complaint alleging that you are being overcharged for the information you have requested.

Signature: _____ Date: _____